SECTION IV: Committee Management Officer (CMO) Management Tools and Access to Advisory Committee Data

The Committee Management Officer (CMO) uses the system to add and manage advisory committees, add and manage agency users of the system, to update the information on advisory committees during the current reporting year, and to produce reports on advisory committee trends across fiscal years. The Federal Advisory Committee Act (FACA) requires that the CMO provide information about the agency's advisory committees for an annual comprehensive review. The web-based database accommodates and builds upon that requirement by both allowing the continual updating of committee information throughout the reporting year and providing committee management functionality. Keeping the data continuously up-to-date converts the system from a focus on history and records to a focus on management and immediate relevancy. With frequent and timely updates, the system becomes more useful to everyone, ranging from the public user to interested agency officials to congressional staff with oversight responsibility.

What is the FACA Database?

The FACA database is a specialized database on the web. The **Federal Advisory Committee Act** originally required that specific data items about advisory committees be collected by the President annually and transmitted to Congress for review. Since 1997 this web-based database has been used by all the government agencies that have advisory committees to collect that data. This online system was demonstrated to Congress at a Government Reform Committee Hearing in 1998 and, since 1999, Congress has determined that it no longer requires the "**printed and transmitted**" annual report. The annual reviewing and reporting needs of the Congress and the President are met through the maintenance of the online system. The "CMO" user has access with edit and update rights to the current fiscal year's data for their committees via the Internet. The CMO is given their access rights, their logon (username) and their initial password by the Committee Management Secretariat. The CMO, like any public user, can view all of the information on all of the committees of all the agencies available for the current reporting year in a read-only mode. At the same time, only the Designated Federal Official (DFO), or their designee, the agency CMO, or their designee, or a Committee Management Secretariat (CMS) staff member can edit or update the CMO's own agency's committee data for the current year.

What kind of data is being collected and maintained?

For the CMO, the program collects, totals, accesses, and/or displays all the information available to the DFO, which includes
- Charters and related information,
- Members and their appointment information,
- Costs,
- The agency's recommendation for continuation or termination of the committee,
- The committee's recommendations to the agency and the actions taken on the recommendations (this will be added in the immediate future),
- Report titles, publication dates, and the text of the report,
- Meeting purposes, dates, location, whether the meetings were open or closed, and the minutes or transcripts,
- Activity and justification (raison d'etre) information,
- DFO appointment and contact information,
- Web site addresses for the committee or accessing committee information like the minutes, reports, and recommendations, and
- Committee interest or issue areas.

Specifically for the CMO the program also collects, totals, accesses, and displays information that includes
- A current year list of agency advisory committees and the committees' update status,
- An agency totals report of the distribution among committees of establishment authorities and committee functions, and the total meetings, reports, costs, and members,
- A listing of committee DFOs with their contact information,
- A complete set of the current annual comprehensive reviews for all the committees in the agency,
- Filters to limit the number of committees viewed on the Committee List page at any one time,
- The ability to add and manage agency users of the agency's committees' editable and reportable data,
- The ability to add a new committee to the FACA committee list online,
- A current status overview to quickly put the CMO in touch with the activity level of their committees as recorded in the online system and a growing set of heads-up/potential problem comparisons about and between agency committees and government averages,
- The available discretionary ceiling,
- The ability to create and manage sub-groups of committees within the agency, and
- E-mail listings for individuals in agency groups responsible for advisory committee activity.

In addition, when viewing an individual committee, the program allows the CMO to establish, renew, re-establish, amend, or terminate a committee, and upload a copy of the charter to the system (with the **Consultation** button). The DFO does not see the **Consultation** button when viewing their Committee Menu page. The database does not collect meeting announcements or other Federal Register announcements at the present time, but it soon will have pages for committee recommendations to the agency, the agency's use of those recommendations, and other performance measures.

How does the CMO use the system?

FACA requires that each agency shall establish uniform administrative guidelines and management controls for advisory committees established by that agency, and that each agency shall maintain systematic information on the nature, functions, and operations of each advisory committee within its jurisdiction. The law's language states that the head of each agency that has an advisory committee shall designate an Advisory Committee Management Officer (CMO) who shall –
- Exercise control and supervision over the establishment, procedures, and accomplishments of advisory committees established by that agency;
- Assemble and maintain the reports, records, and other papers of any such committee during its existence; and
- Carry out, on behalf of that agency, the provisions of section 552 of title 5, United States Code, with respect to such reports, records, and other papers.

The law also states that
- There shall be designated an officer or employee of the Federal Government to chair or attend each meeting of each advisory committee. The officer or employee so designated is authorized, whenever he determines it to be in the public interest, to adjourn any such meeting. No advisory committee shall conduct any meeting in the absence of that officer or employee.
- Advisory committees shall not hold any meetings except at the call of, or with the advance approval of, a designated officer or employee of the Federal Government, and in the case of advisory committees (other than Presidential advisory committees), with an agenda approved by such officer or employee.

The FACA database system is designed to support the above requirements by capturing relevant information when the committee is created online by the CMO, and to carry that information forward as it is edited and updated by the DFO or her designee from year to year until the information is no longer required. When a committee is first established and chartered by an agency, the information on the committee is generally entered by the CMO or his designee and should address most of the committee's general, membership, and estimated cost information requirements. Obviously, to function appropriately, the DFO should already be officially appointed, up-to-date, and involved in the committee's mission and

charter when a committee is established (officially chartered). At the highest level, the process ordinarily proceeds as follows:

- The President, Congress, or a federal official in an agency decides that advice on an issue is needed and an advisory committee is the appropriate vehicle for getting that advice,
- The President executes an order or the congress passes a law that includes language assigning the responsibility for the committee to an agency. The agency, given it has the means and latitude, simply starts the process of developing a charter.
- The agency uses the administrative guidelines and management controls it established under the law (FACA) to develop the charter, secure members, appoint a CMO for the agency, appoint the DFO for the committee being established, and delegate or assign the other responsibilities established under FACA.
- The CMO confers with the Committee Management Secretariat (CMS) regarding the new committee, ensures that a DFO has been appointed, creates the new committee online using the system, files the charter with the appropriate congressional oversight committees, and provides the appointed DFO and his designees with logons to the system.

The CMO's step-by-step process with a new committee and the FACA Database system generally looks something like the following:

1) When a committee is going to be established and chartered, the CMO uses the **Add a Committee** hyperlink on the **Committee List** page to create a new committee online. The information added during the online creation process should be complete enough to address the new committee's general information, membership information, meeting information, and estimated cost information requirements.

2) The CMO and the Committee Management Secretariat (CMS) use the **Consultation** process found on the new committee's **Committee Menu** page to complete the committee establishment.

3) The CMO uses the **User List** hyperlink to add the DFO and/or the DFO's designee as a user to the system.

4) The CMO has the DFO log onto the system and

- Complete the edits to the **General Information** page. This contributes to the annual comprehensive review requirements and keeps the **Heads Up Reports** timely and useful,
- Add meetings as they are planned or as they occur, add the reports as they occur, and upload the meeting transcripts or minutes and reports as they become available,
- Add or delete members as they are appointed or replaced,
- Add or update costs as they occur,
- Add or update the web address if a web site is created for the committee,
- Add or update their own contact information as it changes. This keeps the **DFO Report** useful.
- Recommend the continuance or termination of the committee by the end of the fiscal year,
- Report the recommendations of the advisory committee to the agency and the agency's response or use of the recommendations, and
- Verify the accuracy and completeness of the committee data for the reporting year at the end of the reporting year.

The DFO, or the CMO if she or he chooses to do any or all of the tasks above, will find that the general information, costs, and member data added during the establishment of the committee has been carried forward to the relevant annual comprehensive review pages. At the end of any reporting year the program carries all of the committee data forward into the newly created year except for meetings and reports.

The CMO will also find the read-only **Public Access** modules of the system useful to their management concerns. Using the Search feature, the CMO can discover what other committees exist in other agencies with issues and concerns similar to committees they are planning to charter. With that knowledge, the CMO can Drill Down to the specific committees and determine if the system has information useful to them, or they can identify people in the other agency to contact for further investigation. From the **Public Access** area, the CMO drills down from the **Year** to the **Agency** to the specific **Committee** to view the desired information. At any time the CMO can **Search** the entire collection for any word or phrase, use a Filter or Database Search to limit the data displayed, and/or Download selected data to a spreadsheet or data table. Topical Reports, the printed Annual Reports submitted by the President to Congress since 1972,

and Annual Comprehensive Reviews since 1999 will be added to the **Public Access** section as they become available.

The opening screen for the **FACA Database** lets **CMOs** know that they have found the data repository and lists their options. The most direct address for the system will always be http://www.facadatabase.gov
Buttons and hyperlinks control navigation throughout the system. The **Navigation Buttons** and hyperlinks that are visible change depending upon the purpose of the page and the requirements (or access rights) of the user. The navigation buttons and hyperlinks are located in the top border and the left border areas. CMOs should move from page to page with the navigation buttons and hyperlinks as much as possible and avoid use of the browser buttons (like the arrows to go back or forward) unless specifically instructed to do so on the web page they are viewing.

We emphasize the avoidance of the browser buttons because the **FACA Database** is truly a database and an online application. A database and online application operates differently on the Internet than purely informational net pages. Browser buttons are designed to take the user backwards and forwards to pages of static, unchanged, and perhaps unrelated content. The pages of a database system change in content with every selection, filter, edit, save, insert, and delete, but have a distinct, "keyed" relationship with the preceding and following pages as the user drills down or moves back up through the data. The user is involved in a work session, and if you start jumping around using the browser commands and button menus, it is possible for the database application to lose track of who you are and what committee you are working on. It doesn't happen often, and the technology is improving to prevent this conundrum, but a word to the wise.

The five hyperlinks on the opening screen navigate to the
Search,
Help,
Public,
Logon, and
Townhall pages.
The cursor becomes a hand as the mouse moves over the hyperlink so the user can tell which link is being selected.
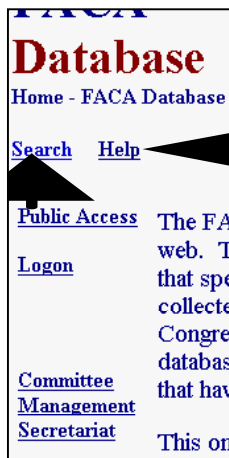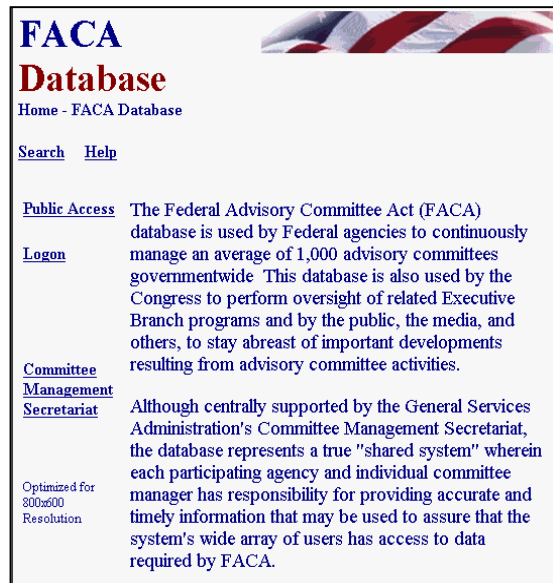
Search allows the user to search for any text or phrase in the entire set of data stored as part of this system. That includes the data comprising the fiscal year summaries, the committee charters, and any stored meeting minutes or reports. A complete discussion of the **search feature** is found in the Public Access (Section 1) part of the system manual. The search capability will always be constrained by the Internet search technology, our web site programming ability, and the quality and completeness of the data entered.

Help explains the syntax, terms, and meaning of items of information collected in previous years as part of that year's Annual Report (before 1999) or Annual Comprehensive Review (after 1998). It also displays a selection of manuals that explain the system's functionality to the different types of users. This manual is for the part of the system designed for CMO access. The manuals can be viewed on the screen with Microsoft Word or Adobe Acrobat Reader and printed.

FACA Database
Help Page

Home   Search

| Public Help Manual | .pdf | .doc |
DFO Help Manual	.pdf	.doc
GFO Help Manual	.pdf	.doc
CMO Help Manual	.pdf	.doc

What Each ITEM NO. Means:

The items with numbers have the same numbering system that was used on paper reports before 1997. They are arranged below in the same order that they can be found on the web site. They are behind hyperlinks using the same names as the groupings below.

General Information:
1. Department or Agency: This item is required. This is the agency abbreviation is the two to five letter agency abbreviation for the highest department or agency level to which the committee belongs, e.g., **HHS**; **EPA**. It is established by the agency and cannot be edited on this page.
The **Fiscal Year** being reported, e.g., 2000, 2001, **2002**, 2003, etc. cannot be edited on this page. This item is required.
The **Full name of the committee,** or subcommittee, as listed in the current charter, e.g.,**Arkansas Advisory Committee**, was delineated in the charter and cannot be edited on this page. This item is required.
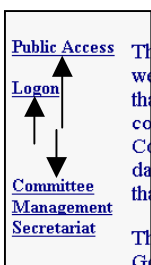
Public Access takes the CMO to a page listing the **Fiscal Years** of reported data in the system, the Database Search, the **Member Search**, the Download Center**,** and the available **Annual Comprehensive Reviews/Summaries** completed since the cessation of the printed, transmitted, annual report**.** All the data is read-only. A reviewer must consider the data for the current fiscal year incomplete unless they know with certainty that the DFO updates the information throughout the year as events take place. At the end of the fiscal year, however, each DFO and the agency's CMO are required by law to verify the accuracy and completeness of each committee's data. The standard operating procedure for the present is that the information on a committee should not be deemed official and complete until that committee's data has been verified by the agency CMO for that fiscal year.

Logon allows CMOs or their designees who are responsible for the committee data and who have editing rights to log on to the current year and view and update the management data. Users with DFO rights can edit and update their individual committees, users with CMO rights can edit and update all of their agency's committees, and the Committee Management Secretariat's staff can edit and update all the agencies' data.

Committee Management Secretariat links the CMO to the Committee Management Secretariat's home page on the GSA Portal. The home page can also be found at http://www.gsa.gov/committeemanagement, the launching point for a comprehensive examination of the advisory committee process, practices, history, case law, advice and training.

Logging onto CMO Committee Maintenance Activities

Clicking the **Logon** button displays the **Logon** page. The **Logon** page has four main navigation hyperlinks, three quick-report hyperlinks, four data fields and one decision button. The Navigation hyperlinks are **Home**, Up, Search, and Help. **Home** returns to the system's opening page and ends the work session. We discussed **Up**, **Search**, and **Help** above. The report hyperlinks are **Score 300**, **Presidential Committees**, and **Presidential Members**, which are helpful status reports. The data fields are the **LOGON** Text Box, the **PASSWORD** Text Box, the **OOPS** Check Box, and the **I WANT TO CHANGE** Check Box. The decision button is Continue.

To **Logon**, the CMO enters his/her username in the **Logon:** Text Box field and their password in the **Password:** Text Box field. When the **Continue** button is clicked, the program advances to the CMO's **Committee List** page.

The CMO can change their user information any time they are logging in by checking the **I WANT TO CHANGE** Check Box before they click the **Continue** button. If the user fills out the User Information page, including their e-mail, than the **OOPS** Check box will work. To receive an email with their password, the user enters their **LOGON**, checks **OOPS**, and clicks the **Continue** button.

If the CMO receives a **Logon Error**, they should note the error explanation and contact the Committee Management Secretariat to adjust their access rights. If you enter an incorrect Logon or Password, you receive the "Logon-Password not correct" error.

If your dates for access have expired, you receive "the Logon Date has been exceeded" error. The error displays "**ask your CMO**", but in the case of the CMO getting the error, it really means "Ask Ken".

Logon Error

Your authorized end date has been exceeded. Ask your CMO to extend your user end date.

Please click the Up button.

If the Committee Management Secretariat has designated you as an "inactive" user, you see the "inactive logon" error when you attempt to logon. In this case, the CMO also calls Ken.

Logon Error

Your logon is not active. Ask your CMO to update your user information.

Please click the Up button.

Score 300

Presidential Committees

Presidential Members

The "**Score 300"** hyperlink displays a status ranking of agencies for the current fiscal year. It is a quick way to rank both the usage of the system by agencies as well as the completeness and accuracy of the data. A user should be able to tell from the color and the number of committees updated just how much data entry/updating activity has occurred. Think of it as friendly competition. The user returns from the **Score 300** page using the **Up** hyperlink.

Database
Score 300

Home   Up   Search   Help

100% Updated + DFO Verified + CMO Verified + CMO Rolled Over = 300

Agency	Committees	Updated	Verified By CMO	Verified By GFO	Verified By DFO	CMO Roll Over	Last Time Updated	Total Score
GSA-General Services Administration	2	2	1	1	2		7/2/2002 1:48:02 PM	187
FASAB-Federal Accounting Standards Advisory Board	1	1	0	0	1		4/24/2002 11:08:47 AM	150
TRES-Department of the Treasury	14	14	0	0	2		8/2/2002 10:20:12 AM	85
DOI-Department of the Interior	117	91	0	6	33		8/5/2002 10:13:59 PM	79
EXIM-Export-Import Bank of United	3	3	0	0	0		4/26/2002 12:04:23	75

Clicking the **Presidential Committees** hyperlink displays basic committee information on committees that are either Presidential in type or established by the President. A committee is Presidential in type if it reports to the president even though it may have been established by Congressional Act. The committee listed in the third row is an example of Presidential type.

Committees with Presidential Involvement   July 17, 2002 12:12:11 PM
Back to CMS Logon
Spreadsheet XML ASCII

LastUpdated	FY	AgencyAbbr	CommitteeName	Pres	PresAppts	EstablishAuth	Recommend	DFO	Cno
3/13/02 4:54:27 PM	2001	VA	President's Task Force to Improve Health Care Delivery for Our Nation's Veterans	Yes	Yes	Presidential	Continue	Alfonso Poteet 703-696-9466	10793
3/13/02 1:59:38 PM	2001	NEA	President's Committee on the Arts and the Humanities	Yes	Yes	Presidential	Continue	Henry Moran 202/682-5409	1093
3/13/02 1:18:56 PM	2001	USTR	Advisory Committee for Trade Policy and Negotiations	Yes	No	Statutory (Congress Created)	Continue	TBD	1324

Clicking the **Presidential Members** hyperlink displays a list of committee members appointed by the President that are in the current year's member list. These two hyperlinked reports are on the logon page at the request of the White House Personnel office. These reports, like all of the database's reports for the current year, are only as useful and accurate as the data is kept up-to-date. They are also good reasons for weekly updates to the system.

These reports, like most and eventually all of the database's reports, can be downloaded to the user's computer for more direct use and customization via the **Spreadsheet**, **XML**, and **ASCII** hyperlinks. The **XML** selection allows import into almost any kind of database. The ASCII selection creates a text file that can be imported into any word processor. None of the data kept for public accession online is subject to privacy provisions. Any public user may download all of the publicly accessible stored data in the online system.

The CMO's Committee List and Management Activities

When the CMO logs on to the system, they are taken straight to the **Committee List** Page for their agency. The Committee List page provides the CMO with access to any of their committees, and displays the navigation buttons and hyperlinks that navigate to most of the management functionality in this web system. We will discuss the hyperlinks first, and then the option buttons and access to the individual committees.

The **Committee List** page currently displays fourteen hyperlinks in addition to the links to the agency's committees. We have already discussed **Home**, **Up**, **Search**, and **Help**, and the remaining hyperlinks are to report and management areas that the CMO will find useful. They are Reports:

- Agency Totals**,**
- DFO Report**, and**
- All Annual Reports**.**

And Tools:
- **Current Status,**
- Add a Committee**,**
- **Emails Addresses,**
- Manage Users**,**
- **Manage Groups,**
- **DRAFT ACR Form (a sample form for our future 2003 work with performance measures), and**
- Filter**.**

Agency Totals

The **Agency Totals** hyperlink displays the **Agency Totals** page. These totals are for categories of committee activity that are of interest to the agency and the public during and after the reporting year. The report totals new committees, terminated committees, the distribution of committees by authority or function, the number of meetings, reports, members, costs, and federal staff time engaged in the agency's advisory committee effort.

Agency Totals

Home   Up   Search   Help

2002-Department of Veterans Affairs

4.	NEW "YES"	NUMBER OF NEW COMMITTEES	3
8a.	TERMINATE "YES"	NUMBER OF TERMINATED COMMITTEES	0
11.	COMMITTEE AUTHORITY	a. REQUIRED BY STATUTE	17
		b. AUTHORIZED BY STATUTE	0
		c. AGENCY AUTHORITY	7
		d. PRESIDENTIAL DIRECTIVE	1
14.	COMMITTEE TYPE	a. AD HOC	1
		b. CONTINUING	24
		c. PRESIDENTIAL	1
15.	COMMITTEE DESCRIPTION	a. NATIONAL POLICY/ISSUE	7
		b. NON-SCIENTIFIC	9
		c. SCIENTIFIC/TECHNICAL	8
		d. GRANT REVIEW	0
		e. REGULATORY NEGOTIATION	0
		f. OTHER	1
16a.	REPORTS	NUMBER OF REPORTS	2

17.	MEETINGS	a. OPEN	2		
		b. CLOSED	0		
		c. PARTIALLY CLOSED	0		
		d. TOTAL	2		
		DATA ELEMENTS		CURRENT ACTUAL	NEXT ESTIMATE
18.	COMMITTEE COST	a. PERSONNEL PAYMENTS			
		(1) NON-FEDERAL MEMBERS		$151,420.00	$502,298.00
		(2) FEDERAL MEMBERS		$366,378.00	$35,500.00
		(3) FEDERAL STAFF		$3,235,630.00	$3,265,630.00
		(4) NON-MEMBER CONSULTANTS		$2,098,094.00	$2,098,094.00
		b. TOTAL TRAVEL AND PER DIEM		$1,676,391.00	$1,822,391.00
		c. OTHER		$322,983.00	$322,983.00
		d. TOTAL		$7,850,896.00	$8,046,896.00
19.	FEDERAL STAFF SUPPORT YEARS	TOTAL FTE YEARS		37	37
5.	TOTAL MEMBERS SERVING DURING FISCAL YEAR			633	

The accuracy of the report at any point in time during a current, active reporting year depends upon the frequency and timeliness of committee information data entry on the part of the DFOs. The timeliness and frequency of DFO data entry depends, for a large part, on the requirements, interest, and guidance demonstrated or provided by the agency leadership and the agency CMO.

DFO Report

2002-Department of Veterans Affairs

Committee	Name	Title	Phone	Fax	Eail
Advisory Committee on Cemeteries and Memorials	Paige Lowther	DFO	202-273-5164	202-273-6790	paige.lowther@mail.va.gov
Advisory Committee on Former Prisoners of War	Dennis Rhoades	DFO	202.273.7334	202-275-1728	capdrhoa@vba.va.gov
Advisory Committee on Homeless Veterans	Pete Dougherty	Homeless Program Specialist	202-273-5774		Pete.Dougherty@mail.va.gov
Advisory Committee on Minority Veterans	Anthony Hawkins	Associate Director, Center for Minority Veterans	202-273-6708	202-273-7092	00mcmv@mail.va.gov

The **DFO Report** hyperlink displays the **DFO Report** page, a listing of the Committees and the assigned DFOs' contact information. Like all the system's current year reports, this information is only as useful as the DFOs' timeliness in keeping their information up to date.

All Annual Reports

The **All Annual Reports** hyperlink displays a printer-friendly, continuous, scrollable page of all the reportable information for all the committees in the agency for that year to date. Depending upon the number of committees in the agency, this page can take a **"very"** long time to generate, load, and display. This page can also be saved to a **Word** document, although the larger the number of committees, the larger the file size and the longer the save process. Once in Word, the user can add page breaks and other formatting features to display the reports as required. To return from this page to the system menu pages is an instance of when the CMO will have to use the browser **Back** button.

2002 Annual Report: Review of Federal Advisory Committee

8/6/2002 9:53:05 AM

1. Department or Agency	2. Fiscal Year
Department of Veterans Affairs	**2002**
3. Committee or SubCommittee	3b. GSA Committee No.
Advisory Committee on Cemeteries and Memorials	**1328**

4. Is this New During Fiscal Year?	5. Current Charter	6. Expected Renewal Date	7. Expected Term Date
No	**9/5/2001**	**9/5/2003**	

8a. Was Terminated During FY?	8b. Specific Termination Authority	8c. Actual Termination Date
No		

9. Agency Recommendation for Next FY	10a.Legislation Req to Terminate?	10b.Legislation Pending?
Continue		

11. Establishment Authority **Statutory(Congress Created)**

12. Specific Establishment Authority	13. Effective Date	14. Committee Type	14c. Presidential?
38 U.S.C. 2401	**6/18/1973**	**Continuing**	**No**

15. Description of Committee **Non Scientific Program Advisory Board**

16a. Total Number of Reports **0**

16b. Report Titles and Dates

17a Open: **0**	17b. Closed: **0**	17c. Partially Closed: **0**	17d. Total **0**

	Current Fiscal Year	Next Fiscal Year
18a(1) Personnel Pmts to Non-Federal Members	$13,920	$13,920
18a(2) Personnel Pmts to Federal Members	$0	$0
18a(3) Personnel Pmts to Federal Staff	$40,272	$40,272
18a(4) Personnel Pmts to Non-member Consultants	$0	$0

Current Status

The **Current Status** hyperlink is an assortment of helpful, heads-up and on-guard reports for the CMO and other parts of the agency leadership.

Reports (signified by a hyperlink) are only generated if data is present that makes the report relevant or suggests that a "possible" problem could exist.

Database
Current Status

Home   Up   Search   Help

FY 2002 - Department of Veterans Affairs

Annual Reporting Activity			
Total Committees	25	Total Verified By CMO	0
Total Updated This FY	19	Total Verified By GFO	0
Total Updated This Week	1	Total Verified By DFO	0

Agency Contact List (CMO,GFO,DFO)

Score 300 Report

Compare to Government Report

Upcoming Events (Next 3 Months)		
Scheduled Meetings	1	Meetings Report
Committee Renewals	0	
Committee Terminations	4	Terminations Report
Member Expirations	271	Member Expirations Report

For instance, the **General Info** page has a **Yes/No** response field regarding **Presidential Appointments** and the **Members List** page has an appointments field. Could there be a problem if the pages don't agree? Possibly. Could there be

Possible Problems		
Pres Members don't match Pres Appoint	1	Pres Members Bad Match Report
Meeting Dates not in FY	0	
Reports Dates not in FY	0	
Costs with No Meetings	24	Costs with No Meetings Report
Cost with No Reports	23	Costs with No Reports Report
Members with Bad Dates	223	Member Bad Dates Report

a reasonable explanation for the conflicting information? Possibly. These items are alerts, not "dings".

Agency Contacts List

Agency Contacts

Home   Up   Search   Help

2002-Department of Veterans Affairs - Contact List

The **Agency Contacts List** includes everyone in the agency with Logon rights in the **Users List.**

Compare to Government Report

The **Compare to Government Report** compares agency averages to government-wide averages.   Of course, this report will only be as useful as the agency data is up-to-date and the rest of the government data is up-to-date. We will be adding functionality to compare on previous years, but here is another reason for weekly updates.

FY 2002 - Department of Veterans Affairs

Comparisons			
	Agency	Govt	Pct
Total Committees	25	971	2.6
Total FTE	37	112140	0.0
Avg FTE per Committee	1.49	115.49	
Total Costs	$7,850,896	$248,001,416	3.2
Avg Cost per Committee	$314,036	$255,408	
Total Members	633	44925	1.4
Avg Cost per Member	$12,403	$5,520	
Total Reports	2	91	2.2
Avg Cost per Report	$3,925,448	$2,725,290	
Open Meetings	2	411	0.5
Partially Open Meetings	0	24	0.0
Closed Meetings	0	459	0.0
Total Meetings	2	894	0.2
Avg Meetings per Committee	0.08	0.92	
Avg Cost per Meeting	$3,925,448	$277,407	
Authority - Presidential	1	50	2.0
Authority - Statute	0	215	0.0
Authority - By Law	17	444	3.8
Authority - Agency	7	262	2.7
Function - Grant Review	0	99	0.0
Function - Special Emphasis	0	27	0.0
Function - National Policy	7	152	4.6
Function - Regulatory	0	9	0.0
Function - Non-Scientific	9	325	2.8
Function - Scientific	8	211	3.8
Function - Other	1	148	0.7

To Add a New Committee

When the agency has completed all the background work and the CMO is ready to add a new advisory committee to the agency roster, they can do so online with the **Add a Committee** hyperlink. The **New Committee Information** form has fields for all the information required by FACA to establish a new committee. The CMO should plan to fill each field out as completely and as specifically as possible. No field should be left blank. If the CMO does not replace the "directions" in the fields with committee-specific information, the "directions" should be left intact, as every field is a required field. The information should have been developed by the agency in the process of formulating the charter. Once entered, the data will carry forward to all the committee pages used for the annual review process.

The first text box requires a unique committee name. The name must be unique not only to the agency but to the entire list of advisory committees, hence the **Check Name Availability** button. The second text box asks the CMO to select the establishment authority under which the committee is being created. When the CMO clicks **the Check Name Availability and Ceiling** button, the program checks to see if the name is already in use and, when the authority is discretionary, if the agency has available slots for new discretionary committees. The CMO should be aware of the agency's room to create new "discretionary" committee since their available "ceiling" (or room to grow) is displayed on the **Committee List** page below the **Add a Committee** hyperlink.

> **Add A Committee**
>
> Home   Up   Search   Help
>
> **New Committee Information** (* = Required)
>
> *Please Enter New Committee Name [   ]
>
> *Establishment Authority [Agency Authority ▾]
>
> [Check Name Availability and Ceiling]

> Sorry, but you can not add this committee now. The committee name that you have chosen is already in the system. Please choose a different name or contact Dr. Fussell for further information.
>
> Return to Committees List

 If either of those tests fail, the CMO is alerted immediately.

If the name is unique and the agency has sufficient ceiling, the CMO continues to fill out the information. The required information "already" exists in electronic format from previously exchanged e-mails and word-processing documents generated within the agency while formulating the new committee's charter and mission. The CMO "cuts" the information from those many documents already prepared within the agency and "pastes" that information into the relevant fields in the FACA online information form. The CMO may occasionally want to point out to others that if this information does not already exist in some kind of accessible media, perhaps the agency is not quite ready to establish the committee.

> **Add A Committee**
>
> Home   Up   Search   Help
>
> **New Committee Information** (* = Required)
>
> *Please Enter New Committee Name [The Homeland Security and Intelligence Ga]
>
> *Establishment Authority [Statutory(Congress Created) ▾]
>
> [Check Name Availability and Ceiling]
>
> *Expected Termination Date [8/6/2004]   eg 01/25/2001
>
> *Total Estimated Number of Meetings [8]
>
> *Estimated Number of Meetings per Year [4]
>
> *Committee Type [Continuing ▾]
>
> *Briefly Describe Scope and Objectives [CMO is required to provide this information.]
>
> *Briefly Describe Duties and Responsibilities [CMO is required to provide this information.]
>
> *Why the Committee is essential [CMO is required to provide this information.]

Every single entry will find its way into the FACADatabase. Please don't be tempted to be as pithy as the example. The data entry page continues below the bottom of the screen. Scroll down to fill all of it out. The **Total Estimated Number of Meetings** field and the **Estimated Number of Meetings per Year** field require a numeric response. Please type in the number "**20"** instead of "**20 meetings",** and type in "**4"** instead of "**4 per year"**. There should be some projected costs shown, and the data that is entered will be placed in the fields for the annual review.

*Why advice of the Committee is not available from Other Sources	CMO is required to provide this information.
*How is membership balanced	CMO is required to provide this information.
Remarks	

Committee Costs (DO NOT USE $ in numbers)

Description	Current FY	Next FY Estimate
Personal Pmts: Non-Federal Members	0	0
Federal Members	0	0
Federal Staff	0	0
Non-Member Consultants	0	0
Travel/Per Diem: Non-Federal Members	0	0
Federal Members	0	0
Federal Staff	0	0
Non-Member Consultants	0	0
Other Costs:	0	0

Add This Committee   Cancel

Remember that these entries are estimates that will be updated and corrected later and that every field except "**Remarks**" requires an entry. The costs are in dollars, so use numbers without dollar signs ($) and commas (,).

When the new committee is submitted by clicking the **Add This Committee** button, the data added as part of the establishment is transferred to the comparable fields for the annual review process. The new committee is created in the system and the **Consultation** page for the new committee is presented to the CMO user. An automatic "alert" e-mail is generated by the system and sent to CMS. Whenever the **Consultation** page is Updated and saved, the program will also

Database
Consultation Information
Home   Up   Search   Help

VA 13877-The Homeland Security and Intelligence Gathering Advisory Committee

Upload Charter to FACA Database
View Charter

Top ←Prev Next→ Bottom Row+ Row= Filter Download Add New

.	Type	Number	Received	Concurred	Chartered	Terminated	CMORemarks
Update	Establishment	1	8/6/2002 12:31:38 PM				

Top ←Prev Next→ Bottom Row+ Row= Filter Download Add New
[1 - 1 : 1]

generate an e-mail to Committee Management Secretariat, alerting the staff to the new committee. At this point the CMO can open any of the pages accessible from the Committee Menu and further edit the data that has been added to the fields. Alternatively, the CMO can add the DFO to the user list and have the DFO edit the pages. The DFO System Manual discusses the complete scope of committee information that should be maintained.

Before leaving the **Consultation** page the CMO should click the **Update** button and add any edits necessary to the initial consultation process. The consultation record shows that the type of consultation is an **Establishment**. But the committee creation process almost always needs some further explanation, so plan on making some additional, pithy statements in the **Comments** field. The CMO adds any comments or dates and then saves the changes with the **Save** button. When either the CMO or Committee Management makes a change to a consultation record, the system again generates an e-mail to the usual suspects.

The **Consultation** button on the **Committee Menu** page is also used for Renewals, Re-establishments, Amendments, and Terminations and the page includes the **Upload Charter to FACA Database** button.

Emails Addresses

The **Get Emails** hyperlink provides different combination of email addresses for the agency found in the system. If information is kept up to date, this can be useful as it extends beyond the formal agency DFO list to everyone with responsibility for data management from the agency in the system that has been given a login or otherwise added to the system list.

Manage Groups

Larger agencies often manage and report their advisory committees in sub-groups in addition to the Agency Totals. The Department of Defense might feel that it has a need to report about committees concerned with Army issues but not Navy issues. The Manage Groups hyperlink opens a function that allows a CMO to create a useful sub-group name (National Park Service) and then attach advisory committees from the agency to the sub-group.

The **Add a Group** button allows the creation of a new group. We have established a standard naming convention that all new groups will have the agency abbreviation as an initial prefix (see the screen-shots). Remember that our

Add New Group

Home   Up   Search   Help

New Group Information (* = Required)

*Please Enter New Group Name VA-

Check Name Availability

system has a public access component and please make any new group names intelligible to that part of the population without a military and government work experience.

The **Add a Committee to a Group** button allows the CMO to add an agency committee to an existing agency group. The process involves selecting a single committee, selecting a single group name, and then clicking the Save button. To add a second committee to a new group the same sequence is repeated. This may appear tiresome if you are creating a new group with 50 committees, but it only has to be done once. Newly created committees can be added to existing groups the same way. While we have hopefully made the process of adding groups and

Add Committee To A Group

Home   Up   Search   Help

Committee:

Advisory Committee on Cemeteries and Memorials
Advisory Committee on Former Prisoners of War
Advisory Committee on Homeless Veterans
Advisory Committee on Minority Veterans

Group:

VA-National Cemeteries Administration
VA-Office of the Secretary
VA-Veterans Benefits Administration
VA-Veterans Health Administration

Save

committees to groups easy, careful thought should precede the willy-nilly creation of groups of committees. One reason for care is that we have not provided a way for the CMO to remove a committee from a group or a group from an agency. This remains a manual operation, although "terminated" committees are automatically dropped from the group the year after the committees are terminated.

Manage Users

The **User List** hyperlink displays the list of agency users and their access rights on the system. After the Committee Management Secretariat staff gives the user CMO status on

Users List

Home   Up   Search   Help

2002 Department of Veterans Affairs   DFO Report   Form View

#	Logon	Level	Access	Start	End	Active	Last Logon	Browser
1	ahawkinsFmw*	DFO	2	11/3/1997	1/15/2003	Yes	11/23/2001 2:44:41 PM	IE 5.0
2	ayoung	DFO	1	11/3/1997	10/14/1999	No	12/9/1998 10:07:01 AM	Unknown Unknown
3	bfawley	DFO	2	10/14/1999	12/31/2000	No	12/15/1999 2:37:31 PM	IE 4.0
4	bgoodworth	DFO	1	9/30/1998	10/14/1999	No	12/4/1998 2:35:59 PM	Netscape 3.0
5	boliver	DFO	1	11/3/1997	2/28/1999	No	1/23/1998 5:51:20 PM	IE 3.01
6	brobinson	GFO	1	12/14/1999	12/31/2001	No	12/15/1999 10:34:57 AM	IE 4.0
7	bt	DFO	2	1/1/1997	1/1/2000	No	2/12/1999 12:23:59 PM	Netscape 4.00
8	cflora	DFO	2	11/3/1997	1/15/2003	Yes	11/26/2001 3:58:33 PM	IE 5.0

the system, the CMO can

- Add users at the GFO and DFO levels of use and assign them a group or a committee,
- Control whether users can edit the current year's data,
- Limit when a user will have access to the system, and
- Look up the user's password.

2	ayoung	DFO
3	bfawley	DFO
4	bgoodworth	DFO
5	boliver	DFO

By clicking the hot key, which is the underlined number at the left of the row of user information, or by clicking the **FormView** Navigation Button, the CMO displays a user record to edit. The **Form**

DFO Report   Form View

Browser
IE 5.0

View Button selects the first record in the list, alphabetically. The **Hot Link** displays the record of the user identified in the **Logon** field.

User Form Rules and Codes to Assign User Rights

On the **User Form** the CMO will find buttons to Filter for a specific Logon, **Save** an edited record, add a **New** user, and return to the **User List**, but will not find a button to delete a user. Once a user is added to the system, they are kept in the system so that there is an audit trail regarding who created or edited the data in the system what year. When adding a new user, the CMO should add the name and contact information and the user's rights. The DFO and GFO will have to complete any contact-information-fields that are left blank when they first logon.

The rules and codes regarding the user information and access rights (permission levels) follow.

1) The user's **Logon** name and password together form a unique key field that is not duplicated within the agency or even in the whole system. The username (**Logon**) should be in the form of the user's government email address, but it can be a combination of the first letter from the first name and the full last name. The user should be identifiable from the username.

2) The password can be any combination of up to 16 characters and it can be duplicated in the system with other users' passwords. If the same user has more than one login, each of the user's passwords must be unique. Passwords are generally a system's weakest point of defense from unwanted intrusion, so, unfortunately, the best password is such a complicated combination of letters, numbers, and characters that you will never be able to remember it.

3) The CMO can add users at two **Permission Levels**, GFO and DFO. The DFO can only view and edit their single committee when logged on, the GFO can view and edit all the committees in their assigned group.

4) **Permission Access** is either read-only: **1**, or edit: **2**. A user needs a Permission Access of 2 to make changes to the data and add new information.

5) The **Start Date** is the earliest date that a user can logon and the **End Date** is the last date that a user can logon.

6) The **Active User** can be set to "**Yes**" or "**No**". This field is used to turn a user's logon rights on or off without having to change all the other settings.

7) The **Committee** for which the DFO user is responsible can be set from the "DFO Committee" pull-down. The pull down list will display all the possible committees for the agency, and the CMO

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clicks on the correct committee.

8) The **CMO** can assign a **GFO** to an existing group. The CMO must set up a group before a GFO can be assigned to that group. The CMO should click **"Save"** before leaving the page after completing any changes to a user form.

The **Filter** button on the **User Form** displays a filter page so that the CMO can quickly find a user record based on the most relevant criteria. The **New** button displays a blank data entry page for adding a new user. The CMO returns to the full read-only **User List** page with the **Users List** button.

To use the Filter page, the CMO selects criteria like **Yes** for the **Active User** text box and clicks the **Apply** button. The **Cancel** button cancels the **Filter** page.

The CMO fills in all the contact information and applies the permissions and rules to create a new user and then "saves" the new user by clicking the **Save New** button. The CMO can abandon the new record by clicking the **Cancel** button.

Filter

The **Verify Filter** is a specialized tool for the CMO with a large number of advisory committees. The tool can help manage the committee display while the CMO is validating the accuracy of the committees' reported data at the end of the reporting year. The **Verify Filter** page allows the CMO to set criteria to limit the list of committees displayed to just the committees that are not yet validated by the DFOs or display only those committees that have been validated by the intermediate agency coordinators or supervisors of multiple committees. Since most agencies have fewer than 75 committees, this feature is reportedly used less and less as Internet operations get faster and faster.

The Committee List page and Committee Name Hyperlinks

The CMO has complete editing rights to all the committee data. Both changes to the pages are made, and meetings, reports, and members are added by hyper-linking to the correct data entry page through the **Committee Menu** page. The CMO reaches the **Committee Menu** page via the **Committee Name** hyperlink from the **Committee List** page.

The Committee List page also keeps the CMO informed of the last time a committee's data was updated. The data validation status for completing the reporting year is managed by means of the date stamps in the **DFODate**, **GFODate**, and **CMODate** columns.

For further data entry directions, the DFO System Manual has a complete explanation of the Committee Menu page options. The links below can display that manual if you have opened this document in Microsoft Word. The menu options include

- General Info,
- Recommendations.
- Reports,
- Meetings,
- Costs,
- Justifications,
- Members,
- Sub-Committees,
- Annual Report,
- DFO Info,
- GFO Info,
- CMO Info,
- View Charter,
- Web Site, and
- Mark Verified.

The Rest of the Story

There are many other features and reports available to assist the CMO in the FACA Database online system. Most of the other features are found and described in the Public System part of the manual, although we will continuously be adding additional heads-up reports/alerts specifically for CMO use. However, all of the features, data, and reports are only as useful and accurate as the data entered and kept up-to-date, primarily by the DFOs or their designees. The DFOs, keeping the system up-to-date as frequently as possible, whenever the committee data changes, or even on a weekly basis, transforms the FACA database into a rare commodity in government, a useful, interagency data-sharing and management tool. The FACA Database online system has been available since 1997. It is a living system in the sense that it has grown in usefulness and functionality (and size) every year that it has existed. Some of the improvement is due to the improved technology of the Internet, and a little can be counted due to the increasing skill of the development team. However, most of the improvement is due to the feedback, patience, and willingness of the users to participate both in the development process and with on-line record keeping. The FACADatabase is truly a shared system that belongs to all of us.